

Standard Insurance Company – Absence Management Access Supervisor's Account Registration Procedures

1. Go to <https://absence.standard.com/selfservice/Home.cfm?CFID=2764794&CFTOKEN=11595168>

You will be asked to provide the following information:

- a. **Company ID:** County of San Bernardino
- b. **Username:** This is your last name + last four of your SSN
- c. **Password:** If this is your first time reporting an absence, you will enter the word "password" as your password. You will then be prompted to choose a personal password.



Log In to Report or Manage Absences

Please enter your Company ID, Username and Password to report and manage absences using The Standard's Absence Management Services.

* Required

Company ID *

Username *

Password *

LOG IN

Login Help

- Find Your Company ID
- Recover Your Username
- Reset Your Password

Contact Us

Customer Contact Center (Not in NY)

P: 866.756.8116
F: 866.751.5174

Customer Contact Center (NY Only)

P: 866.757.1984
F: 866.752.4237

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2. If you have an employee who is out on a leave or who has taken a leave in the past, those leaves will be shown automatically:

Employees | My History | New Leave | Reports | User Guide | LOGOUT | CONTACT US

ABC Company, Inc.

Good afternoon, Stacy Bowers.

Below is a listing of your Direct Reports who are actively* on leave.

* Actively: employee is scheduled to be on leave "today", or return to work has not yet been confirmed.

First Name	Last Name	Location	EE ID	Leave No.	Start Date	End Date	Reason
Tom	Branson	WA	1561	1145	11/05/2008	02/22/2009	OWN
Tim	Jones	SD	2803	1188	06/10/2009	06/15/2009	OWN
Veronica	Washington	FL	2803	1470	08/26/2009	08/26/2009	CHILD
Susan	Borden	CA	4019	385	09/18/2006	10/14/2006	OWN
David	Sanderson	MA	4019	1401	10/02/2009	10/29/2009	ADOPT

FMLA coverage offered through Standard Insurance Company.
STD coverage offered through Standard Insurance Company.
DBL coverage offered through The Standard Life Insurance Company of New York.

3. **New Leave Menu Option:** to file new leave for your employee - click the 'Other EE' option. A list of your direct reports will be shown, simply select the employee and follow the prompts.

Employees | My History | New Leave | Reports | User Guide | LOGOUT | CONTACT US

County of San Bernardino

Home > New Leave Submission

New Leave Request

For whom would you like to enter a new leave?

MYSELF

OTHER EE

PROGRESS

REQUEST STATUS: